



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

Application Date

Dept. of Education
Office of Administrative Services
Local Systems Support Division
Statistical Services Section

Application Number

FOR RECORDS MANAGEMENT USE

Application Number

82-93-A

Date Received

NOV 1 1982

Date Completed

JAN 19 1983

2. Person to Contact

Dr. M. Eugene Wallace

Working Title

Coordinator of Statistics

Telephone Number

656-2400

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 82-93 Check One: ☒ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

5. Records Series Title (followed by title used in office, if different)

EDUCATION EDP STATISTICAL INFORMATION SYSTEM FILES

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

No Change

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Included are:

No Change

File is arranged:

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Change the following two (2) documents and add the following two (2) documents to read: Hold in current files area three (3) months; then transfer to State Records Center; hold two (2) years; then destroy.

Documents to be changed:

DE 0024 Regular Monthly Attendance Report
DE 0060 Special Education Monthly Report

Documents to be added:

SS 161-01 Monthly Attendance Report System Summary
SS 161-02 Monthly Exceptionality Attendance System Summary

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	10/27/82	<i>Walker L. Baumgardner</i>	10/27/82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	12-29-82
		Secretary of State/Designee	12/29/82
		Attorney General/Designee	1-17-83



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 7, 1982	1. Agency Address Department of Education Office of Administrative Services Local System Support Division Statistical Services Section 30334 104-A, Old State Office Bldg. Atl.Ga.	Application Number 82-93	
Application Number		Date Received MAY 7 1982	Date Completed MAY 19 1982
2. Person to Contact Dr. M. Eugene Wallace		Working Title Coordinator of Statistics	Telephone Number 656-2400
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 to Date		5. Records Series Title (followed by title used in office, if different) Education EDP Statistical Information System Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To design, install and maintain systems for the collection, analysis, reporting and publication of educational data in order to insure research and development within the frame work of overall educational strategy. Activities include (but are not limited to) design, publication and distribution of forms and instructions (2) providing for periodic submission of data from local school systems (3) manipulation and analysis of data received (4) reporting or publication of findings. To provide an informational system which insures that information requested from School Systems is not duplicated within the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining materials necessary for the allocation of state educational funds and the Georgia Department of Education in responding to request for use of data from other agencies, both State and Federal. Included are: <u>See attached list</u> File is arranged: by Report No.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1/week</u> ; Seven to twelve months old <u>1/mo.</u> ; Thirteen to twenty-four months old <u>4/years</u> ; twenty-five months and older <u>1-2/yr</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
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X		j. Does the record series result in a computer printout?

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- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) See attached three (3) pages for individual disposition instructions.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>H. Wayman Culp</i>	5/7/82	<i>Walker L. Baumgardner</i>	5-7-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-18-82
		Secretary of State/Designee	5-17-82
		Attorney General/Designee	5-14-82